

# President's Attendance Request

Thank you for requesting President Cutrer to attend your meeting/event. So that we can keep track of all requests, please complete all of the sections below and email this document to Loren.Loftin@tamut.edu. After review by Dr. Cutrer, you will receive a confirmation or we will let you know if she is unable to accept your request. We appreciate your flexibility and patience!

**Please complete ALL sections and be specific with details.**

<b>Your Name &amp; Phone#</b>	
<b>Primary Contact for the Meeting/Event</b>	
<b>Date of Meeting/Event</b>	
<b>Time of Meeting/Event</b>	
<b>Duration of Meeting/Event</b>	
<b>Alternate Date(s) / Time(s)</b>	
<b>Meeting/Event Name</b>	
<b>Meeting/Event Location</b>	
<b>Format of Event (dinner, reception, lecture, fundraiser)</b>	
<b>Will there be a formal program?</b>	
<b>Regalia</b>	<p>_____ YES                      _____ NO</p> <p>If regalia is not required, please note appropriate dress attire:</p>

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<p><b>Is President Cutrer expected to speak?</b></p>	<p style="text-align: center;">_____ YES                      _____ NO</p> <p>If so, please indicate type and provide information:</p> <ol style="list-style-type: none"> <li>1. Welcome/Greetings/Keynote Address/Other (be specific):</li>   <li>2. Expected length of speech:</li>   <li>3. Desired topic:</li>   <li>4. Is an electronic presentation required (i.e. Powerpoint)?</li> </ol>
<p><b>Is President Cutrer expected to present an award or other honor?</b></p>	
<p><b>Describe audience, including honorees, VIPs, or key constituents</b></p>	
<p><b>Will transportation to the event be provided?</b></p>	<p>If so, please provide:</p> <ol style="list-style-type: none"> <li>1. Driver's name:</li> <li>2. Where to meet vehicle:</li> <li>3. Time to meet vehicle:</li> </ol>
<p><b>Do you require a photo or bio for Dr. Cutrer?</b></p>	
<p><b>Is the President's Spouse also expected to attend?</b></p>	

**NOTE:        Please provide the President's Office with a formal copy of program/agenda at the time of submission.**